

This evaluation area focuses on the personal leadership and involvement of the commander and the chain of command in communicating maintenance standards and expectations, fostering stewardship of maintenance resources, and encouraging excellence at all levels of the organization.

(1) Describe unit policies and procedures that focus command and leadership emphasis on unit level maintenance and quality of the total maintenance effort.

(2) Explain innovative ways the unit has executed Army policy and regulatory requirements, to include cost savings/avoidance.

D-5. Part III—Additional Information.

a. Tab A—Nominee information. Include the name, grade, and SSN of the unit commander, first sergeant, maintenance officer/NCO, and those civilian personnel most directly associated with the unit or activity maintenance achievement. Information should be releasable for hometown news releases and publicity media. Use DD Form 2266, (Information for Hometown News Release).

b. Tab B—Pictures, articles and general information items. These items are optional and should support the UMP, but will not be evaluated. Films, video tapes, and storage diskettes will not be accepted.

UMP Table of Contents (Prepared by the submitting unit)

Part I. Administrative

Tab A. Mission Statement

Tab B. Command/MACOM Endorsements

Tab C. Unit Points of Contact

Tab D. MTOE/TDA and Personnel/Equipment Fill Data

Part II. Areas of Evaluation

Tab A. Readiness

(1) Narrative (maximum of 2 pages)

(2) Enclosures (supporting documentation)

Tab B. Maintenance Management

(1) Narrative (maximum of 2 pages)

(2) Enclosures (supporting documentation)

Tab C. Maintenance Training

(1) Narrative (maximum of 2 pages)

(2) Enclosures (supporting of documentation)

Tab D. Leadership and Innovation

(1) Narrative (maximum of 2 pages)

(2) Enclosures (supporting documentation)

Part III. Additional Information

Tab A. Nominee Information

Tab B. Pictures, Articles, etc.

Figure D-1. Sample Table of Contents for UMP Packet

1. List specific MOS/Job Series/Specialty Code.

2. Show number of authorized personnel for each of the above. of requisitions rejected divided by the total number of requisitions (for each month.)

3. Show number of on hand personnel for each of the above (based on 12 month average).

4. Show the percentage of fill (based on 12 month average).

Bullet Comments:

o Use bullet comments to explain any of the above items, provide additional information, and provide specific comments as to unit personnel readiness

Figure D-2. Authorized Personnel Fill

1. List nomenclature for authorized equipment.

2. Show number authorized, number on hand, any coverages or shortages, and the percent of fill for each listed item (end of year snapshot).

Bullet Comments:

o Use bullet comments to explain any of the above information or to provide additional information.

Figure D-3. Authorized Equipment Overages and Shortages

Show operational readiness rate for each month of the FY.

Bullet Comments:

o Use bullet comments to provide any additional information to explain the equipment readiness rates.

Figure D-4. Equipment Readiness Rates

1. Number of prescribed load list (PLL) lines authorized during each month of the FY.

2. Percentage of the authorized PLL lines at zero balance (average for each month).

3. Percentage of requisitions which were high priority (number of high priority requisitions divided by the total number of requisitions) for each month.

4. Percentage of requisitions which were rejected (number

BULLET COMMENTS:

o Use bullet comments to explain any of the above items, provide additional information, indicate how the unit controlled and managed any excess parts, and describe the repair and return of reparables in support of the maintenance program.

Figure D-5. Management of Class II, III, VII & IX Supplies

Appendix E MANAGEMENT CONTROL EVALUATION CHECKLIST

E-1. FUNCTION: ARMY OIL ANALYSIS PROGRAM (AOAP)

E-2. PURPOSE:

To assist the Division ADC-S/MACOM G-4 in evaluating the key management controls. It is not intended to cover all controls.

E-3. INSTRUCTIONS:

Answers must be based on the actual testing of controls (e.g. document analysis, direct observation, interviewing, sampling, simulation, other). Answers which indicate control problems must be explained (and corrective action indicated) in supporting documentation. These controls must be evaluated in accordance with the schedule in the Management Control Plan.

E-4. TEST QUESTIONS:

(Reference AR 750-1, 1 Aug 94, Paragraph 4-36, Army Oil Analysis Program).

a. Have AOAP monitors at each level of command been assigned and properly trained by the supporting laboratory or installation AOAP monitor?

b. Are AOAP laboratories' operations adequately funded?

c. Are commanders actively participating in the AOAP?

d. Is feedback being sent to laboratories by users?

e. Are supported units properly responding to laboratory recommendations?

ASSESSABLE UNIT MANAGER: (Sign and Date)

E-5. COMMENTS:

Help make this a better review tool.

Submit comments to the HQDA functional proponent:

DALO-SMM, DEPUTY CHIEF OF STAFF FOR LOGISTICS,

500 ARMY PENTAGON, WASHINGTON, DC 20310-0500

(Provide information copy to Commander, USALEA, ATTN: LOIA-M, New Cumberland, PA 17070-5007)

E-6. This checklist supersedes the checklist for AR N/A, task N/A, previously published in DA Circular N/A.

For assistance in responding to questions, contact the functional proponent.

Appendix F

MANAGEMENT CONTROL EVALUATION CHECKLIST

F-1. FUNCTION: ARMY OIL ANALYSIS PROGRAM (AOAP)

F-2. PURPOSE:

To assist the AMC DCSLOG in evaluating the key management controls. It is not intended to cover all controls.

F-3. INSTRUCTIONS:

Answers must be based on the actual testing of controls (e.g. document analysis, direct observation, interviewing, sampling, simulation, other). Answers which indicate control problems must be explained (and corrective action indicated) in supporting documentation. These controls must be evaluated in accordance with the schedule in the Management Control Plan.

F-4. TEST QUESTIONS:

(Reference AR 750-1, 1 Aug 94), Paragraph 4-36, Army Oil Analysis Program).

a. Is required laboratory equipment being funded and procured?

b. Are laboratory equipment and personnel properly certified?

c. Are weapon systems being included in and configured for the AOAP when required?

d. Are satisfactory plans in place to provide AOAP support to a theater of operations in a contingency?

ASSESSABLE UNIT MANAGER: (Sign and Date)

F-5. COMMENTS:

Help make this a better review tool.

Submit comments to the HQDA functional proponent:

DALO-SMM, DEPUTY CHIEF OF STAFF FOR

LOGISTICS, 500 ARMY PENTAGON, WASHINGTON,

DC 20310-0500

(Provide information copy to Commander, USALEA, ATTN: LOIA-M, New Cumberland, PA 17070-5007)

F-6. This checklist supersedes the checklist for AR N/A, task N/A, previously published in DA Circular N/A.

For assistance in responding to questions, contact the functional proponent.

Appendix G

MANAGEMENT CONTROL EVALUATION CHECKLIST

G-1. FUNCTION: EQUIPMENT MAINTENANCE

G-2. PURPOSE:

To assist the Division ADC-S/MACOM G-4 in evaluating the key management controls. It is not intended to cover all controls.

G-3. INSTRUCTIONS:

Answers must be based on the actual testing of controls (e.g. document analysis, direct observation, interviewing, sampling, simulation, other). Answers which indicate control problems must be explained (and corrective action indicated) in supporting documentation. These controls must be evaluated in accordance with the schedule in the Management Control Plan.

G-4. TEST QUESTIONS:

(Reference AR 750-1, 1 Aug 94).

a. Is the importance of maintenance being emphasized at all levels?

b. Are subordinates held accountable for proper maintenance operations?

c. Is equipment being maintained to the Army maintenance standard?

ASSESSABLE UNIT MANAGER: (Sign and Date)

G-5. COMMENTS:

Help make this a better review tool. Submit comments to the HQDA functional proponent: DALO-SMM, DEPUTY CHIEF OF STAFF FOR LOGISTICS, 500 ARMY PENTAGON, WASHINGTON, DC 20310-0500

(Provide information copy to Commander, USALEA, ATTN: LOIA-M, New Cumberland, PA 17070-5007)

G-6. This checklist supersedes the checklist for AR 750-1, task ALL, previously published in DA Circular 11-87-2.

For assistance in responding to questions, contact the functional proponent.

Appendix H

MANAGEMENT CONTROL EVALUATION CHECKLIST

H-1. FUNCTION: MAINTENANCE EXPENDITURE LIMITS (MEL)

H-2. PURPOSE:

To assist the Division ADC-S/MACOM G-4 in evaluating the key management controls. It is not intended to cover all controls.

H-3. INSTRUCTIONS:

Answers must be based on the actual testing of controls (e.g. document analysis, direct observation, interviewing, sampling, simulation, other). Answers which indicate control problems must be explained (and corrective action indicated) in supporting documentation. These controls must be evaluated in accordance with the schedule in the Management Control Plan.